

## Urban Air Quality Management Program in Indonesia

**FEDERAL AGENCY NAME:** U. S. Environmental Protection Agency, Office of International and Tribal Affairs

**FUNDING OPPORTUNITY TITLE:** *Air Quality Management Technical Assistance for Indonesia*

**ANNOUNCEMENT TYPE:** Request for Proposals - Initial Announcement

**FUNDING OPPORTUNITY NUMBER:** EPA-OITA 2011-001

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER:** 66.931  
International Financial Assistance Projects Sponsored by EPA's Office of International and Tribal Affairs

**DATES:** The deadline for proposals to be received is 11:59 pm Eastern Daylight Savings Time (EDT) on April 15, 2011. Submissions must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) by **April 15, 2011 at 11:59 p.m. EST** in order to be considered for funding. Proposals received after the closing date and time will not be considered for funding.

**OVERVIEW:** This notice announces a Request for Proposals (RFP) through an open competition for EPA funds. EPA is soliciting proposals for a project to provide assistance in developing and implementing air quality management programs in Indonesia. EPA anticipates awarding one Cooperative Agreement from this announcement, subject to availability of funds and the quality of proposals received. The initial award amount is \$250,000, with an estimated and anticipated total award for the five-year period of performance of \$1.5 million.

EPA is providing technical assistance to the City of Jakarta, Indonesia and the Indonesian Government to advance the "Breathe Easy, Jakarta" program announced by EPA Assistant Administrator Michelle DePass and Jakarta Governor Bowo in February 2010. The goal of "Breathe Easy, Jakarta", a partnership between EPA and the City of Jakarta, is to improve urban air quality and protect human health in Jakarta. This program also supports the foreign policy objective of increased cooperation between the U.S. and Indonesia on environmental issues, as well as other U.S. policy objectives.

The proposed program will provide overall air quality management capacity building, including key projects in air quality monitoring, emissions inventories, and enhancing knowledge of air quality management concepts, training, information, strategies, tools, and programs. In addition, the program will help support the promotion of cleaner fuel and vehicle practices in Indonesia, with the long-term goal of reducing sulfur in diesel and gasoline, and introducing cleaner vehicle technologies (for example, such as catalytic converters).

The program aims to better understand Jakarta's air pollution problems and to develop cost-effective strategies for improvement. Due to the complex nature of the "Breathe Easy, Jakarta" program, a number of partners are engaged in the effort, contributing different components to meet the goals of the overall program. EPA and its partners will provide technical assistance and training for developing air quality monitoring and emissions inventories. The overall objective of this cooperative agreement is to improve urban air quality management in Jakarta, Indonesia and engage in capacity building with air quality officials in the City of Jakarta as well as other key Indonesian stakeholders.

Proposals for this project should focus on providing expert technical assistance, equipment, project management and logistics, coordination of key stakeholders, and development of workshops and training designed for Indonesia.

The awarding instrument will be a cooperative agreement. There is no cost share or matching requirement for these funds. Selection of the recipient will be based on the evaluation of the eligible proposals; once selected, the applicant will receive instructions to submit a full application package. EPA reserves the right to reject all applicants and make no award from this competition.

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### ***SECTION I. FUNDING OPPORTUNITY DESCRIPTION***

The United States Environmental Protection Agency (EPA) Office of International and Tribal Affairs is soliciting proposals from eligible applicants interested in applying for Federal Assistance to implement a program in cooperation with the City of Jakarta, Indonesia and key Indonesian partners to improve air quality and public health through the "Breathe Easy, Jakarta" program. The program will include capacity building activities and other assistance that supports and improves air quality management in Jakarta, Indonesia.

#### **A. BACKGROUND INFORMATION**

Air pollution in Jakarta affects national and regional air quality and human health. Jakarta has a particularly high incidence of respiratory diseases such as respiratory tract infection and asthma. Poor air quality disproportionately affects children and the urban poor, who are more heavily exposed to industrial and roadside pollution sources than the rest of the population. Both improved urban air quality and environmental justice are EPA priorities.

While there have been previous efforts at monitoring and interventions, Jakarta has requested EPA technical assistance for a comprehensive approach and targeted interventions. Working in Jakarta is strategic for several reasons: 1) Jakarta's influential, progressive governor has

already demonstrated his commitment to improving air quality through concrete actions; 2) Jakarta policy often drives national policy in Indonesia; 3) targeting one city allows for a focused, tailored approach and improves opportunities for success and future replication; and 4) Jakarta could serve as a model for other Southeast Asia megacities.

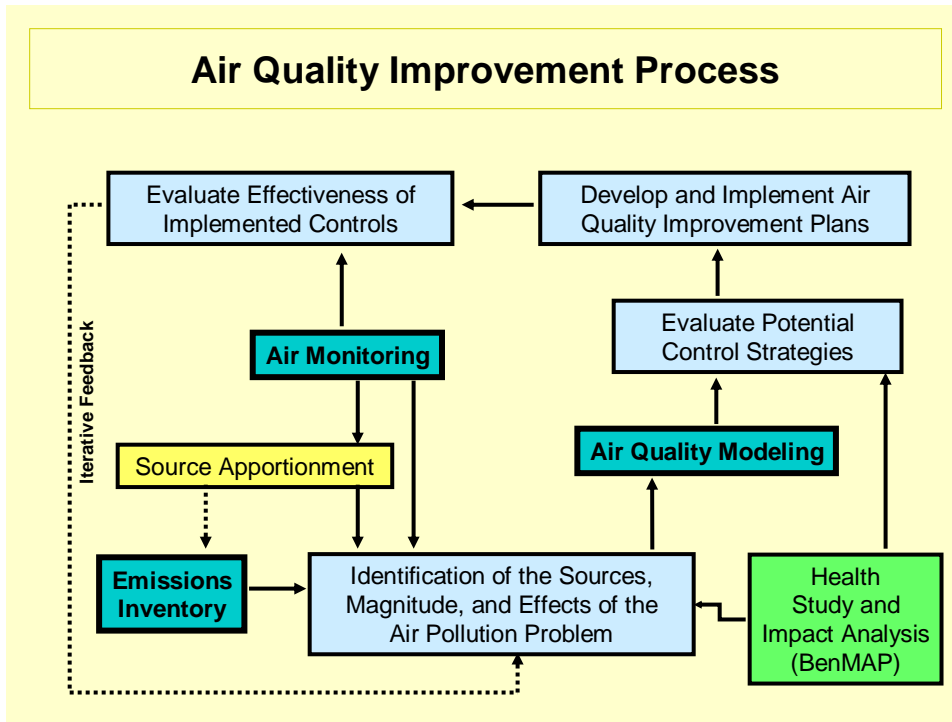
The focus of these efforts is to:

- To collaborate with air quality managers, decision makers, and stakeholders in the City of Jakarta and Indonesia to better understand Jakarta's air pollution problems and develop the most cost-effective strategies for improving air quality and public health;
- To strengthen the capacity of authorities in charge of environmental protection, natural resource, and pollution control and prevention to enhance air monitoring practices.
- To strengthen environmental public outreach and information on air quality;
- To strengthen technical capacity and equipment for analytical laboratories in the region for air quality management, including emission inventory, and the generation of reliable and valid data for environmental quality control; and
- To promote training activities and exchange experiences on the concepts, mechanisms and tools for urban air quality management and development of control strategies.

EPA is providing technical assistance to the Jakarta and the Indonesian Government to advance "Breathe Easy, Jakarta", which was initially discussed by Administrator Jackson and Indonesian colleagues during her October 2009 trip to Indonesia and subsequently launched by EPA Assistant Administrator Michelle DePass and Jakarta Governor Bowo in February 2010.

In order to effectively tackle worsening air quality in Jakarta and to measure progress, it is critical for air quality managers and decision-makers to be able to determine the levels of air pollution and its major sources and impacts. "Breathe Easy, Jakarta" will enable Indonesian officials to use meteorological data, air modeling, and cost-benefits analysis to identify the appropriate set of interventions for cost-effective air quality improvement. This data will also provide a basis for demonstrating air quality improvement over time, as well as justification for targeting certain categories of polluters.

The components of such a decision support system are illustrated in the diagram below:



The diagram illustrates how the various components or “building blocks” of an effective urban air quality management program are brought together to inform policy makers and the public on cost-effective control strategies to improve air quality. In most cities in Asia, however, such systems are not well developed, and are seldom integrated to define cost-effective control strategies to protect public health. EPA’s cooperation and “Breathe Easy, Jakarta” program will involve one or more of the following areas of activity:

**Stakeholder Group:** Jakarta and EPA will establish a stakeholder group pulling together key local organizations, as well as relevant State/Provincial and National representatives, who will be actively engaged in the design, development and implementation of the city’s air pollution control strategy. This group will clearly help define the goals of an air quality initiative.

**Air Monitoring:** EPA and its collaborators will also work with Jakarta to evaluate and audit existing air monitoring systems to define needed improvements, upgrades, and QA/QC measures for the optimization of system design. EPA is working with US Trade and Development Agency (TDA) and Jakarta to initiate this air monitoring assessment. In addition, since engaging and informing the public is a valuable component of an effective air quality management program, EPA could examine the potential for real-time monitoring and use of air quality indexing. This work could eventually set the stage for an AIRNow-like program in Jakarta.

EPA is interested in working with Jakarta to help build the appropriate foundational elements so that, long-term, an Air Quality Index can be developed to report to the public, as well as to integrate the air monitoring data into an AirNow-like program. See <http://airnow.gov/> for more details on AirNow. EPA has recently launched an AirNow International program, with

Shanghai, China as the first location. AirNow International is similar to EPA's AirNow, but flexible enough to handle information from diverse sources.

Emissions Inventory and Source Apportionment:

Developing and progressively upgrading an emission inventory is a fundamental component of an effective urban air quality management system, as it identifies the most serious contributors to air pollution. EPA has been supporting and promoting development and application of practical tools and data systems to assist in establishing emissions inventories relevant for developing country conditions – both looking at mobile source emissions as well as point and area sources. Also, EPA and others are promoting application of source apportionment technology to use in conjunction with emissions inventories as a means of improving characterization of key pollution sources.

Air Quality Modeling:

Air quality modeling relates air pollutant emissions to air quality. Models are used in examining impacts of emission changes on ambient air quality, for permitting new sources, interpolating among measured concentrations, interpreting trends in air quality, estimating emission strengths, and forecasting air quality (e.g. from projected growth in vehicle fleets).

Health Benefits Assessment (using BenMAP):

Actions to improve urban air quality are often stifled due to the argument that pollution control is too expensive for businesses or cities to undertake. An analysis of the public health (and economic) benefits that result from improving air quality can drive investments or political commitments needed for pollution control. EPA has recently developed an international version of the BenMAP tool to conduct health benefits analysis in developing countries.

Control Strategy Development:

This phase of activity uses the data and information systems developed in the emissions inventory, source apportionment, and modeling phases to determine the emissions reductions that will likely result from various air pollution control scenarios. Through this process, decision-makers can strategize how to achieve goals such as achieving compliance with the country's ambient air quality standards for specific pollutants. Coupled with application of cost-benefit tools, decision makers are able to develop concrete plans for cost-effective air pollution reductions. In this phase, interventions and pilot demonstrations can be used to highlight the benefits of certain policy actions or control measures.

**B. PROJECT SUMMARY**

EPA is accepting proposals for a cooperative agreement, with the objective of improving urban air quality management and protecting human health in Jakarta, Indonesia through enhanced knowledge of air quality management, information, and programs. Proposals for this project must focus on the provision of technical expertise, project management, stakeholder coordination, and development and logistical management of workshops and training designed for Indonesia.

Scope of Work:

The purpose of this solicitation is to improve urban air quality management in Jakarta and Indonesia through enhanced knowledge of air quality management, information, and programs. EPA will work with the recipient and the City of Jakarta and other stakeholders in

Jakarta and Indonesia to support the recently launched multi-year urban air quality management capacity building and knowledge management program to promote development and application of science-based urban air pollution control strategies and associated decision support systems. The areas of technical cooperation under this cooperative agreement will be based on previous programs in other Asian cities and a determination of existing efforts underway in Jakarta so that efforts complement and strengthen current air quality management in Jakarta and build on current efforts by the Breathe Easy, Jakarta team.

In order to assist in the development of appropriate “building blocks” for an effective urban air quality management program and to properly inform policy makers and the public on cost-effective control strategies to improve air quality, the first phase under this cooperative agreement will include the following key components: (1) air quality management, including emission inventories; (2) air quality monitoring; (3) development of control strategies for air emissions reductions; and (4) public outreach and information on air quality. It is expected that components 1 and 2 would be the focus of the first phase, while work on components 3 and 4 might be initiated in the first phase and then completed in the next phase.

**1. Improving air quality management in Jakarta:** This component covers key steps in managing air pollution, including an understanding of basic air quality management and the elements involved; and knowledge of how to develop an air emissions inventory and ability to transfer knowledge of air quality methods and techniques to local Indonesian partners. The applicant should be able to:

- Coordinate and manage logistics for the delivery of EPA’s basic air quality management training courses for Jakarta.
- Adapt, modify and deliver EPA’s emissions inventory training course in Jakarta, including translating course materials and developing appropriate case studies for Jakarta and coordinating and managing logistics for the course delivery.
- Provide technical advice and mentoring and implementation assistance, as needed, working with Jakarta officials to update and develop air emissions inventories.
- Develop a mobile source emissions inventory for Jakarta with city air officials and other key Indonesian stakeholders, conduct vehicle emissions testing for that city, and develop and conduct training on vehicle emissions inventories and vehicle emissions testing.
- Provide training and other relevant air quality management and emissions inventory tools, as needed.

The challenges for this work include:

- Ensuring that the data and information collected is used to train others, as well as used for developing an air quality management system in Jakarta.
- Lack of knowledge of air quality management in Jakarta and Indonesia.
- Lack of technical expertise in air quality management in Jakarta and Indonesia.
- Lack of resources in Jakarta and Indonesia to support a sustained air quality management effort.

The goal of this component is to have, by 2016:

- A cadre of trained professionals working in air quality management in Indonesia;
- A sustainable and replicable training program on air quality management for Jakarta;
- Improved capacity for emissions inventories (stationary and mobile) and vehicle testing; and
- An improved understanding of the emissions from vehicles in Jakarta and how much those emissions contribute to the overall air quality issues in the city.
- Preliminary emissions inventories developed for Jakarta – for stationary, point and area, and mobile sources.

**2. Enhancing Jakarta's air quality monitoring network:** This component covers enhancement of the air quality monitoring network in Jakarta in order to better provide information to the public and to decision makers on air pollution. Applicants should be able to:

- Work with EPA and TDA on follow-up regarding the air quality monitoring assessment and siting recommendations, building on findings and assisting Jakarta with on the ground implementation.
- Make recommendations for types of air monitoring equipment for procurement by Jakarta, based on funds availability, and assist Jakarta officials with equipment procurement to enhance existing air monitoring capabilities.
- Provide technical capacity building on air monitoring equipment set-up, siting, operation, maintenance, and data management.

While Jakarta has had air quality monitors installed, most are not in working order and the monitoring network is not operational at present. It will take time for the correct number of monitors to be purchased and installed, and certain challenges will remain regarding the operation of an air quality monitoring network. The challenges for this work include:

- Lack of updated/reliable air monitoring equipment;
- Lack of technical capacity to operate and maintain the existing air monitoring equipment; and
- Lack of technical capacity on air monitoring data management to ensure information is available for decision makers and the public.

The goal of this component is to have, by 2017, an air monitoring network in place in Jakarta, which could produce relevant air monitoring data and data needed for developing an Air Quality Index and reporting through an AirNow-like network long-term.

**3. Developing Control Strategies for Air Emissions Reductions:** This component covers control strategies for various sources of air pollution in Jakarta. One key source of air pollution in the city is vehicle emissions. Indonesia has a high-sulfur fuel, with sulfur content ranging from 2000 ppm to 5000 ppm. There are no stringent vehicle emissions standards (including no requirement for the use of catalytic converters), and there is a large fleet of older vehicles. In addition, it is expected that key areas and industries contribute significantly to air pollution in Jakarta.

Data gained from vehicle testing, air monitoring and the emissions inventories will help identify key sources. To effectively tackle air pollution challenges, the applicant should be able to:

- work with Jakarta officials and key stakeholders to develop suggested control strategies and emissions reduction policy actions; and
- work with Jakarta air officials and key stakeholders to develop suggested emissions reduction policy actions.

The challenges for this work will include:

- The need for political will to approach and regulate key polluting industries;
- The need for improved enforcement strategies;
- The lack of technical capacity in Indonesia on clean fuels and vehicles;
- The reliance in Southeast Asia on high sulfur level fuel from the Middle East;
- The movement in Southeast Asia towards biofuels for transportation; and
- The difficulty in restricting used vehicles into the country.

The goals of this component are to, by 2016:

- Identify key pollution sources and strategies for pollution reduction;
- Move Jakarta and Indonesia forward in reducing sulfur in diesel and gasoline;
- Promote the need for stringent air and vehicle emission standards for import of new (and used) vehicles into Indonesia.

**4. Providing air quality information to the public:** This component covers public outreach and information, which is vital to meaningful involvement of civil society in decision-making on air quality. EPA is interested in working with Jakarta to help build the appropriate foundational elements so that, long-term, an Air Quality Index can be developed to report to the public, as well as to integrate the air monitoring data into an AirNow-like program. In addition, we are interested in promoting the development of brochures, websites, and information materials to effectively communicate air quality information to the public, including the health impacts of this air pollution. Applicants should be able to:

- Work with Jakarta officials and key stakeholders to help lay the groundwork for the future development of an Air Quality Index that will be used to communicate air quality information to the public.
- Collaborate with key stakeholders, along with key experts, to develop effective tools to communicate air quality information to the public.

Key challenges in the development of such a system are:

- The lack of knowledge of the impact of air quality on public health in the region.
- Concerns about sharing air quality information with the public.
- The lack of a regional consensus on whether to develop an Air Quality Index for the region, and if so, which Air Quality Index to use.



- The lack of knowledge about AirNow and its use in getting information to the public, decision makers, the weather service, and others.

The goal of this component is to, by 2016:

- Lay the foundational pieces in place for the City of Jakarta to establish a working Air Quality Index, where air quality data is provided through an AirNow-like system; and
- Develop brochures and documents (in Indonesian) communicating the health effects of air pollution.

#### **Implementation of the program:**

The City of Jakarta and other key air quality experts and officials will need assistance in establishing and maintaining a network of stakeholders and ensuring that these stakeholders are appropriately involved in the projects. These stakeholders could include ministries of environment, health, transportation, and energy; universities, financial international organizations, NGOs, other donors, and the private sector. This stakeholders group will oversee the activities in this program and help provide directional guidance. The City of Jakarta and EPA require assistance from the grantee to help organize and interact with the working group, along with other groups working in Indonesia.

Support for this program may include:

- Organization of and logistical support for meetings, conferences, workshops, conference calls, study tours, and training;
- Preparation of specialized training materials, meetings summaries, strategic plans and other follow-up activities, as needed;
- Facilitating communication among program team and stakeholders; participants may include Indonesian air quality policy and technical experts, government officials, and representatives from Indonesian non-governmental organizations, industry and academia, as well as U.S. officials and technical experts; and
- Collection of data to measure and track success of the above noted tasks.

Finally, EPA expects that the grantee will be able to provide translation and interpretation from Indonesian to English and English to Indonesian for workshops, training sessions, and documents.

#### **C. STATUTORY AUTHORITY**

EPA expects to award this cooperative agreement under the Clean Air Act section 103(b)(3); and National Environmental Policy Act section 102(2)(F).

#### **D. ALIGNMENT WITH EPA'S STRATEGIC PLAN**

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>)

All proposals must support Goal 1 of EPA 2006-2011 Strategic Plan: Clean Air & Global Climate Change: Objective 1.1: Healthier Outdoor Air; and Objective 1.5: Reduce GHG Emissions.

All proposals must support Goal 4 of EPA 2006-2011 Strategic Plan: Healthy Communities and Ecosystems: Protect, sustain or restore the health of people, communities, and ecosystems using integrated and comprehensive approaches and partnerships; Objective 4.1: Prevent and Reduce Pesticide and Industrial Chemical Risks to Humans, Communities and Ecosystems; Objective 4.2: Sustain, Clean up, and Restore Communities and the Ecological Systems that Support Them.

This is an international capacity-building program that provides technical assistance, training, information exchange, and other forms of cooperation to enhance the capabilities of governments and other stakeholders to protect human health and the environment regionally and globally.

EPA's strategic plan is available on line at <http://epa.gov/ocfo/plan/plan.htm>

## **E. MEASURING ENVIRONMENTAL RESULTS**

**Outputs:** The term “output” means an activity, effort, and/or associated work products related on a goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

According to the definitions above, anticipated **outputs** from the project(s) funded under this solicitation may include, but are not limited to, the following:

- Air monitoring network is established;
- Building blocks/foundational elements for an air quality index are put in place;
- Stakeholder forum developed;
- Establishment of network of air experts;
- Vehicle emissions inventory conducted;
- Stationary and point source emissions inventory conducted;
- Outreach campaigns conducted;
- Training courses developed and/or customization of existing courses and transferred to Indonesia; and
- Number of people trained.

**Outcomes:** The term “outcome” means the result, effect, or consequence that will occur from carrying out a program or activity that is related to a programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Anticipated **outcomes** from project(s) funded under this solicitation may include but are not limited to the following:

- Air quality information is provided to the public on a regular basis;
- Jakarta officials maintain a reliable, sustainable air quality monitoring network;
- Key sources of air pollution are identified for Jakarta in the three major sectors (transportation, domestic, and industrial) and control measures are developed;
- Air quality standards are strengthened;

- The City of Jakarta officials develop enhanced technical capabilities to improve or establish an urban air quality management program;
- Clearer fuel and vehicle standards are put in place (including catalytic converters being required and standards for sulfur levels in fuels are dramatically reduced);
- Number of air quality enforcement actions taken as a result of new environmental regulatory regime and/or enforcement policies; and
- Number of industrial facilities brought into compliance for air quality as a result of new enforcement policies.

## ***SECTION II. AWARD INFORMATION***

### **A. AMOUNT OF FUNDING AVAILABLE**

EPA anticipates an initial award of \$250,000, with an estimated total award of up to approximately \$1,500,000 over the life of the cooperative agreement. EPA anticipates one award under this competition.

### **B. FUNDING TYPE**

EPA anticipates awarding a cooperative agreement under this announcement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicant in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- Joint operational involvement, participation, and/or collaboration during performance of the scope of work;
- In accordance with 40 CFR 31.36(g), review of proposed procurement;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and,
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

### **C. START DATE/PROJECT DURATION**

EPA anticipates that the start date of this cooperative agreement would be no later than October 1, 2011, and the period of performance would not exceed 5 years. Should the award of funds be delayed, EPA will work with the applicant to adjust the proposed project start and end dates as needed.

### **D. MISCELLANEOUS**

Funding for these projects is not guaranteed and is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA reserves the right to partially fund proposals by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants.

EPA reserves the right to reject all proposals and make no awards under this announcement. EPA reserves the right to make additional awards under this announcement, consistent with

Agency policy and guidance, if additional funding becomes available after the original selection is made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

### ***SECTION III. ELIGIBILITY INFORMATION***

#### **A. WHO MAY APPLY?**

Assistance under this program is generally available to U.S. States and local governments, territories and possessions, foreign governments, international organizations, U.S. Indian Tribes, and possessions of the U.S., including the District of Columbia, public and private universities and colleges, hospitals, laboratories, non-profit training institutions, other public or private nonprofit organizations, both domestic and foreign, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of International and Tribal Affairs' mission.

Applicants must be nonprofit organizations as that term is defined in Section 4(6) of the Federal Financial Assistance Management Improvement Act of 1999, Public Law 96-107, 31 U.S.C. 6101 Note. Colleges and universities are eligible to apply. However, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. In addition, for profit organizations are not eligible to apply.

Coalitions/partnerships are encouraged to apply collectively. EPA may consider letters of support for and/or commitment to the project from potential partners.

#### **B. COST SHARING OR MATCHING REQUIREMENTS**

There is no statutory or regulatory cost sharing/matching/participation requirement for this project. Please note, however, that leveraging will be considered as an evaluation criterion during the review/evaluation scoring process (see Section V.B. for Collaboration/Partnerships criterion).

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (See Section IV of the announcement, under Collaborations/Partnerships and Cost Leveraging). Leveraged funds and resources may take various forms as noted below.

**Voluntary cost share** is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR30.23 or 40 CFR 31.24, as applicable).

- A voluntary cost share may only be met with eligible and allowable costs. The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

**Other leveraged funding/resources that are not identified as a voluntary cost share-** this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

### **C. ELIGIBILITY SCREENING REQUIREMENTS: THRESHOLD EVALUATION CRITERIA**

To be eligible for funding considerations under this announcement, proposals must meet the following threshold criteria. Failure to meet any of the following criteria in the proposal submission will result in the automatic disqualification of the proposal for funding consideration. Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.

1. a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, pages in excess of the page limitation will not be reviewed.
- b. In addition, applications must be received by the EPA or through [www.grants.gov](http://www.grants.gov) as specified in Section IV of this announcement on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

- c. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov). Where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Katherine Buckley at [buckley.katherine@epa.gov](mailto:buckley.katherine@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
- 2) The applicant must demonstrate that it is eligible to apply for financial assistance under this announcement;
  - 3) All applicants must have personnel and/or partners proficient in English –oral and written – in order to communicate effectively with EPA and other stakeholders and to communicate results and write reports and related documents.
  - 4) Proposals must be submitted in English or they will not be accepted.

## ***SECTION IV. PROPOSAL AND SUBMISSION INFORMATION***

### **A. HOW TO OBTAIN PROPOSAL PACKAGE**

Grant application guidance can be found at EPA’s website at:

[http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm). The initial proposal submission package must include the Standard Form (SF) 424, Application for Federal Assistance, and a Narrative Workplan.

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

### **B. MODE OF PROPOSAL SUBMISSION**

Applicants must submit their proposal package electronically through the Grants.gov web site as explained in Appendix A (Grants.gov Submission Instructions).

**Proposal Submission Deadline:** Your organization’s authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than April 15, 2011, 11:59 p.m., EST)

### **C. CONTENT OF PROPOSAL SUBMISSION**

All applicants must submit the SF-424 Application for Federal Assistance and a Narrative Proposal, as described below. The Narrative Proposal must be limited to no more than 7 single spaced pages of text (English), including the cover page (**excess pages will not be**

**reviewed or considered**). Proposals should specify activities that would be accomplished with the total possible funding for this cooperative agreement (up to \$1,500,000).

The information in the proposal must provide EPA with a profile of the applicant, the purpose and anticipated results of the project, an explanation of how you plan to accomplish your project, how the project addresses the elements and activities described in Section I.B and the criteria in Section V, and an estimate of the time and money needed to complete the project (see format below).

**The proposal package must include all of the following materials:**

**a. SF 424 Form, Application for Federal Assistance**

**b. Narrative Proposal (no more than 7 single spaced pages) including the following components:**

**i. Cover Page -- Include the following information:**

a) *Project Title*

b) *Project Manager*: Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including name, address, phone number, fax number, and email address.

c) *Proposed funding request*: Specify the total amount requested from EPA, as well as any resources or funding from other sources that may be contributing support.

d) *Project period*: Provide anticipated beginning and end dates.

e) *Summary Statement*: One-to-two sentence summary of the proposal describing approach and expected results.

**ii. Narrative Workplan**: The narrative work plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement, including the eligibility requirements in Section III, Part C, and address each of the evaluation criteria disclosed in Section V, Part B. The workplan must include:

**• Legal, Policy and Technical Knowledge** – Outline clearly the legal, policy and technical expertise you have to carry out the work outlined in Section I.B. and the necessary experience in coordinating/managing air quality management activities and networking in other countries including:

- Technical experience and knowledge of air quality management programs
- Development and implementation of environmental policies, laws, regulations and institutional arrangements in Indonesia
- Training and other capacity-building activities for improved air quality management and air quality plan implementation
- Knowledge of Indonesian legal regulatory structure and environmental legal structure

**• Project Approach and Management** – Describe the approaches that you would use to collaborate with key project partners in Indonesia and in the U.S. and how these approaches will ensure: activities that contribute to an effective air quality management program in Indonesia, training to improve the City of Jakarta's air quality management program, and public involvement and access to air quality information. Include information on the following:

- This air quality management program will be conducted in Indonesia and should be done in collaboration with key project partners, some of whom may be based in Indonesia and some based in the U.S. How will your project be managed, including partnerships with key Indonesian organizations and stakeholders? What is your plan for carrying out the project, with a timeline included for each phase of the project?
  - Outline clearly the approach you will take with the available funding of \$250,000 dollars for the tasks outlined in Section I, how you will complete these tasks, and how your proposal meets the criteria. [Note: It is expected that components 1 and 2 of the scope of work would be the focus of the first phase, with a particular emphasis on development and implementation of emissions inventories (mobile and stationary) and related training. Work on components 3 and 4 might be initiated in the first phase and then completed in the next phase.]
  - Explain specifically how you plan to ensure sustainability and replicability in the projects.
  - Describe the steps that will be taken and the significant milestones to be achieved to complete the project, as well as the estimated schedule of these achievements with dates. This section should also include a discussion of a communication plan for distributing the project results to interested parties.
  - Outline your plan to build the technical capacity so that Jakarta can sustain and build on the air quality management program and replicate training and also so that key stakeholders in Indonesia can replicate training and demonstration projects throughout the country;
  - Explain your plan to measure and track progress toward achieving the expected outcomes and outputs identified in Section I.E.; and
  - Describe your plan for providing technical management for the establishment of a comprehensive air quality management program in Jakarta, which will help serve as a model for the country. How will the approaches ensure activities for overall air quality management cooperation, air quality monitoring, emission inventory and air quality modeling, public access to air quality information (including laying the groundwork for the development of an Air Quality Index (AQI)), development of a control strategy toolbox, and fuel and vehicles standards harmonization capacity?
- **Stakeholder Involvement/Impacts** - List out all of the proposed partners that will be involved in this program and what each of the group's roles will be in the program staffing, funding, design, and implementation. Please also list all the major stakeholders who will be positively impacted by this project and how they will benefit from this project and receive relevant capacity building.
  - **Experience in Indonesia** – Describe your work experience in Indonesia and/or other relevant international experience (e.g., international experience that demonstrates a commitment to support environmental policies and air quality capacity building and management programs).
  - **Collaborations/Partnerships and Cost-Leveraging** – Describe the degree to which you intend to work in partnership with other stakeholders to ensure the sustainability of the



work and replicability of any training or demonstration projects, and to leverage additional resources to help implement the proposed project. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award. Also, address the strength of the leveraging commitment.

**iii. Project Budget** - The proposal must include a detailed budget which clearly explains how the potential funds (\$1,500,000), plus any in-kind contributions, will be used for the following categories:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Total Direct Costs
- Total Indirect Costs
- Total Cost

**iv. Reporting Requirements** – Outline the process for developing quarterly updates (schedule to be established by EPA) and a detailed final report.

**v. Environmental Results – Outcomes and Outputs** – Identify the quantitative and qualitative outcomes and outputs of the project, including what measurements you will use and how you will measure, evaluate and track the results of your project to prove that you have achieved short, medium, and long-term outcomes and outputs as identified in Section I.E.

**vi. Programmatic Capability and Past Performance** - Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the

proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

*Note:* Applicants may also submit letters of support and resumes for key personnel who will be involved in the project. These documents are not subject to the page limit for the narrative proposal.

#### **D. SUBMISSION DATES AND TIMES**

The deadline for receipt of proposals is on or before 11:59PM, EST on April 15, 2011. Late proposals will not be reviewed or considered for funding.

#### **E. FUNDING RESTRICTIONS**

1. EPA cooperative agreement funds may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. Grant or cooperative agreement funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings, and may not be used to sue the Federal government or any other government entity.

2. Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

3. Contracts and Subawards:

#### **Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?**

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant the

proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**How will an applicant's proposed subawardees/subgrantee be considered during the evaluation process described in Section V of the announcement?**

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants. (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

**F. CONFIDENTIALITY**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of the application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark

applications/proposals or portions thereof that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2). However, competitive proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

#### **G. PRE-PROPOSAL/APPLICATION ASSISTANCE AND COMMUNICATIONS**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

### ***SECTION V. PROPOSAL REVIEW INFORMATION***

Only eligible entities whose proposal(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address this criterion as part of their proposal package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

#### **A. PROPOSAL EVALUATION CRITERIA**

1. **Project Summary/Approach:** Under this criterion, EPA will evaluate the following factors: (i) **(15 pts)** the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in Section I, Part B (Scope of Work), D and E (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs), (ii) **(5 pts)** whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end, (iii) **(5 pts)** whether the costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes and the proposed budget provides adequate funding detail for each major activity.. **(25 points)**
2. **Environmental Results – Outcomes and Outputs:** Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracing and measuring its progress toward achieving the expected outcomes identified in Section I.E of this announcement **(10 points)**
3. **Collaborations/Partnerships:** Under this criterion, EPA will evaluate the degree to which the applicant proposes to work in partnership with other stakeholders to ensure the sustainability and replicability of the work, and to leverage additional funds/resources to help implement the proposed projects. More specifically, EPA will evaluate: (i) how the applicant will coordinate the use of EPA funding with other sources of funding or in-kind resources to carry out the proposed project and/or (ii) how EPA funding will complement activities relevant to the proposed project that are

carried out by other funds or other in-kind resources. EPA will also evaluate the strength of the leveraging commitments. **(15 points)**

4. **Programmatic Capability and Past Performance:** Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:
- i. **(5 pts)** past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement;
  - ii. **(5 pts)** history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not;
  - iii. **(15 pts)** organizational experience and plan for timely and successfully achieving the objectives of the proposed project, major and/or current experience with any other air quality improvement or transportation projects, including training and capacity building, both in the U.S. or outside the U.S.;
  - iv. **(15 pts)** staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project, staff technical experience and knowledge of air quality management, air quality monitoring, air emissions inventories, fuel and vehicle standards and inventories, air quality training, and involving key stakeholders; and
  - v. **(10 pts)** organization and staff experience working in Indonesia, and/or other relevant international air quality experience. International experience demonstrating a commitment to support policies and programs for air quality management, air quality monitoring and cleaning up fuels and vehicles. Level of language proficiency in both Indonesian and English -- verbal and written. **(50 points)**

Note: In evaluating applicants under items of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these sub-factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

## **B. REVIEW AND SELECTION PROCESS**

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking. The selected applicant will be asked to submit a full application package.

## **C. OTHER FACTORS**

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

## ***SECTION VI. AWARD ADMINISTRATION INFORMATION***

### **A. AWARD NOTIFICATION**

EPA will notify both successful and unsuccessful applicants in writing or through electronic mail. The applicant selected for funding will be asked to submit additional information, including a final workplan, Standard Form 424B, and related information.

### **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).
2. All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at <http://whitehouse.gov/omb/circulars>. In certain circumstances, costs incurred prior to the award may be eligible for reimbursement; however, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award without approval, they are incurred at the applicants' or grantees own risk.
3. To the extent required by Federal, state, and local laws, successful applicants must abide by the competition requirements for all procurements under grants (this includes contracts for goods and services). Successful applicants must also conduct price and cost analyses to the extent required by federal, state, or local procurement requirements before awarding any contracts. Procurement guidance can be found at <http://www.epa.gov/ogd/recipient/procurement.htm>.
4. Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards ([http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)). In

addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

**5. Subaward and Executive Compensation Reporting:**

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

**6. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements:** Unless exempt from these requirements under OMB guidance at 2 CFR Part 25) (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

**7. Use of Grant Funds:** An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

### **C. DISPUTES**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the agency contact below.

### **D. REPORTING REQUIREMENTS**

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final technical report should discuss the problems, successes, and lessons learned from the project or activity that could help overcome

structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA at time of award.

A final project report and final Federal Financial Report (FFR) (SF-425) will be required. The FFR must accurately account for federal funds expended and identify appropriate use of federal funds.

## ***SECTION VII. AGENCY CONTACT***

### **For further information, contact:**

Katherine Buckley  
U.S. EPA/Office of International and Tribal Affairs  
1200 Pennsylvania Ave., N.W. (MC 2650R)  
Washington, D.C. 20460-0001  
Email: [buckley.katherine@epa.gov](mailto:buckley.katherine@epa.gov)  
Telephone: +1-202-564-6426  
Fax : +1-202-565-2412

All questions or comments must be communicated in writing via fax or email to the contact person listed above.

## ***SECTION VIII. OTHER INFORMATION (Appendix A)***

### **Appendix A. Grants.gov Submission Instructions**

Grants.gov allows an applicant to download a proposal or application package template and complete the package offline based on agency instructions. After an applicant completes the required proposal or application package, it can submit the package electronically to Grants.gov, which transmits the package to the funding agency. Pictures and/or maps will need to be scanned so that they can be submitted electronically as part of the application package.

The electronic submission of your proposal package must be made by an Authorized Official Representative (AOR) of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal process for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left of the page. Then click on “Apply Step 1:



Download a Grant Application Package and Instructions” to download the compatible Adobe viewer and obtain the application package and instructions for applying under this announcement.

**To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to [download for free on the Grants.gov website](#). For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or [http://www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp)).**

Once you have downloaded the viewer, you may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-OITA-2011-001**, or the CFDA number that applies to the announcement (CFDA 66.931), in the appropriate field. Then complete and submit the application package as indicated. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Proposal Submission Deadline: Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than April 15, 2011, 11:59 p.m. EST.

Application/proposal materials submitted through Grants.gov will be time/date stamped electronically.

Please submit *all* of the proposal materials described below.

### **Proposal Materials**

**The following forms and documents are required to be submitted under this announcement:**

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal-prepared as described in Section IV.C of the RFP
- IV. Other Attachments Form for other optional documents-See Section IV.C of the RFP:
  - a. Biographical Sketch.** Provide resumes or curriculum vitae for all principal investigators and any other key personnel.
  - b. Negotiated Indirect Cost Rate Agreement.**
  - c. Quality Assurance Narrative Statement.**
  - d. Support Letters-**These should indicate how the supporting organization will assist in the project.

The proposal package *must* include all of the following materials:

### **I. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

### **II. Standard Form SF 424A – Budget Information:**

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

### **III. Narrative Proposal**

Prepared as described in Section IV.C of the announcement. The document should be readable in PDF format and consolidated into a single file.

### **IV. Other Attachments Form**-other optional documents (See above)

#### **Application Preparation and Submission Instructions**

**Documents I through III** listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described in Section IV.C of the announcement and save the document to your computer as a PDF file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal (optional documents described above), you may click “Add Optional Project Narrative File” and proceed as before or use the Other Attachments Form. When you have finished attaching the necessary documents, click

“Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY11 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 11 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY11 Assoc Prog Supp – 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY11), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the proposal package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>.

Proposal packages submitted thru grants.gov will be time/date stamped electronically.